

**DEPARTMENT OF MINES, MINERALS AND ENERGY  
DIVISION OF MINED LAND RECLAMATION**

**GUIDANCE MEMORANDUM<sup>1</sup> No. 3-01**

**Issue Date 12/12/01**

**Subject: Permit Applications / Priority Reviews**

The Department of Mines, Minerals and Energy (DMME), Division of Mined Land Reclamation (DMLR) through this guidance memorandum is implementing new permit review procedures.

Each new permit, revision, and renewal application shall be completed on form **DMLR-PT-034e**, as revised on 10/01. Operator and permittee information shall be completed on forms **DMLR-PT034o** and **DMLR-PT-034p**, both revised 2/01. These forms may be obtained from the DMLR and from the DMME's web page at <http://www.mme.state.va.us/Dmlr/default.htm> (Maps/Forms for Downloading).

The following will expedite the permit application review process:

1. The applicant/consultant will contact the DMLR Permit Section at (276) 523-8205 or [dmlrPermitting@mme.state.va.us](mailto:dmlrPermitting@mme.state.va.us) to obtain an application number and data download. The DMLR will then send the applicant/consultant the latest version of the electronic application and GIS coverage data contained in the DMLR technical database. The download is normally sent by e-mail, but a paper copy may be printed out, at your request. (**Note:** With an electronic application the data download to the applicant or consultant will be immediate. For paper applications, the data download delivery may take 3 to 4 days.)
2. The submittal of electronic applications is preferred; however, paper applications will still be accepted. (Please note the following section concerning priority reviews.)
3. The applicant/consultant must contact the area inspector for a review of the application and data upload prior to submitting the application to the DMLR office. The area inspector will transmit all initial submittals of electronic applications to the DMLR office.

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<sup>1</sup> This Memorandum is to be considered a guideline issued under the authority of § 45.1-230.A1 of the Code of Virginia which reads:

"In addition to the adoption of regulations under this chapter, the Director may at his discretion issue or distribute to the public interpretative, advisory or procedural bulletins or guidelines pertaining to permit applications or to matters reasonably related thereto without following any of the procedures set forth in the Administrative Process Act (§ 2.2-4000 et seq.). The materials shall be clearly designated as to their nature, shall be solely for purposes of public information and education, and shall not have the force of regulations under this chapter or under any other provision of this Code."

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4. All applications (paper or electronic) will be routed to the technical reviewers. All discrepancies (data or technical) will be noted during the application review and checked for corrections when the application is re-submitted to the DMLR.
5. All proposed excess spoil and other fills must be shown on the application map. The applicant/consultant may also show these structures on other maps.

**Priority Review**

**Priority reviews will be limited to electronic applications.**

In order to expedite the priority review process for an application, the applicant or consultant must comply with the following guidelines:

- New Applications, Acreage Amendments, Significant Revisions - After receiving a second technical review comment letter, the applicant/consultant must contact the Division and request a meeting to resolve comments.
- Minor Revisions - After receiving a first technical review comment letter, the applicant/consultant must contact the Division and request a meeting to resolve comments.
- For Applications to remain in priority status - the applicant/consultant must submit the application by the deadline set by the Division.

Information regarding the mapping components of the priority review must be submitted in a digital format along with the required paper maps. The digital file format must be an AutoCAD® drawing file (DWG) or an export file (DXF). The file must consist of 14 layers that are named accordingly:

<b>Layer Name</b>	<b>Description</b>	<b>Feature Type</b>
Permit_BND	Approved permit boundary on file with VA DMLR	Closed Polyline
Revised_BND	Area being added and/or deleted by this priority review request	Polyline
Relinquished_BND	If applicable, the approved permit boundary on file with VA DMLR	Closed Polyline
Relinquished_Revised_BND	If applicable, the area being relinquished to or from by this priority review request	Polyline
PMU_BND	Approved PMU boundary on file with VA DMLR	Closed Polyline

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PMU_Revised_BND	Area being added and/or deleted by this priority review request	Polyline
Fill_BND	All fills currently approved by VA DMLR	Closed Polyline
Fill_Revised_BND	New fills, extensions, and any type of modifications by this priority review request	Polyline
Instream	Instream Monitoring Sites	Point (Size 25)
Groundwater	Groundwater Monitoring Sites	Point (Size 25)
NPDES	NPDES Monitoring Sites	Point (Size 25)
Rainfall	Rainfall Gauge Location	Point (Size 25)
Geodata	Geologic Sampling Sites	Point (Size 25)
Reference_Tics	Four (4) digitizing tics encompassing all features shown in the drawing file. Each tic must be labeled with the appropriate VA South State Plane NAD 27 coordinate value.	Point (Size 25)

Reference Tics layer is not required if the digital file is referenced to the Virginia South State Plane NAD 27 Coordinate System. **The basemap component of the Application/Revision is not required in a digital format.** Transfer of the digital file to DMLR can be done via email, 3.5 floppy, SuperDisk®, or compact disc (CD). If you have any questions regarding the digital file submittal, please contact Douglas Mullins or Scotty Cox at (276) 523-8255 or email [dsm@mme.state.va.us](mailto:dsm@mme.state.va.us), [scx@mme.state.va.us](mailto:scx@mme.state.va.us).

Should you have any questions regarding the application review process or priority review, please contact Gary L. Egan, Reclamation Program Manager, at (276) 523-8202 or email [gle@mme.state.va.us](mailto:gle@mme.state.va.us).